

CONFIDENTIAL

Chief, Fiscal Division

5 July 1955

Chief, Technical Accounting Staff

Revision of Comptroller Instruction No. 5

1. In reply to your memorandum of 8 June 1955, the attached copy of Comptroller Instruction No. 5 has been revised to provide that when the originals of contracts are received in the Fiscal Processing Branch, they will be forwarded to the Accounting Branch for encumbrance and return to Fiscal Processing Branch.
2. The necessary changes have also been made on the attached revised procedure to provide for the numbering of the vouchers before they are sent to the Claims Branch for administrative examination instead of numbering them at the time of scheduling after they have been examined.
3. No amendment was made relative to the problem of filing or otherwise disposing of the copies of contracts accumulated prior to 1 March 1955, as that does not come under the procedure for processing current original contracts and vouchers but rather is a filing and records problem for joint solution by your Division, and the Area Records Officer.
4. If any other changes need to be made in this procedure, please advise this Staff so all the necessary changes can be made in the Instruction at this time.

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ATTACHMENT-1

9/17 TAS/Vmg/ak.

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